

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号 : Announcement No.	NE-82-03
		募集締切日: Closing Date	2 Jul 03
		発行日: Date of Issue	19 Jun 03
<b>1.職種名 Job title ( 等級 Grade <u>4</u> / 語学等級 LAD <u>2</u> )</b>  <div style="text-align: center;">Special Order Clerk #317</div> (特別注文事務職) <input checked="" type="checkbox"/> 事務系 (Administrative) <input type="checkbox"/> 技能系 (Blue Collar Trade)		<b>募集人数</b> No. of Recruitment  <div style="text-align: center;">1 名</div>	<b>4.募集範囲 Area of Consideration</b> <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 外部 Off Base Applicant
<b>2.部隊 Activity</b> <div style="text-align: center;">Navy Exchange, Yokosuka Retail Division, Main Exchange, Customer Service</div> <b>勤務場所 Working Place</b> 横須賀市泊町 Tomari-cho, Yokosuka			
<b>3.勤務時間 Work Schedule ( 週 40 時間制 hrww )</b> <input type="checkbox"/> 規則 Regular <input checked="" type="checkbox"/> 不規則 Irregular <b>勤務日 Work Days</b> 5 days / week <b>勤務時間 Work Hours</b> 8 hours / day 0700-2200 の間で 8 時間勤務 <b>休憩 Recess Period</b> 45 minutes / day 45 分休憩 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel		<b>5.雇用の種類 Type of Employment</b>  <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> 常用 Permanent	
<b>6.職務内容 Duties</b> <div style="text-align: center;">Please see attached sheet</div>			
<b>7.資格要件/身体条件 Qualification / Physical Requirements</b> a. One year of specialized experience in the same line of work at the next lower level. If applicant does not have such specialized experience, possession of bachelor's degree may qualify him/her at 1-4 level. b. Knowledge of customer concepts and practices. c. Skills in operation personal computer such as Microsoft Word, Excel and Outlook. d. Ability to make mathematical calculation, handle cash, checks credit cards, and maintain records. e. Ability to perform general clerical work. f. Ability to prepare and maintain detailed records such as sales records, etc. g. Ability to speak, read and write English at average proficiency level. (LAD-2) Handicapped applicants may be accepted, depending on the degree and kind of disability. 障害のある方は、障害の種類や度合いにより、考慮されます。			
<b>英語力 English Language Proficiency :</b> <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
<b>学歴 Educational Background :</b> N/A		<b>免許証/修了証 License/Certificate Required :</b> N/A	

<b>8.提出するもの Application and Associated Documents</b>		<b>職務状況</b> Working Condition
* <input checked="" type="checkbox"/> <b>空席応募用紙</b> Application for Vacancy Announcement (HROY Form 1) <a href="http://hro.cnfj.navy.mil">http://hro.cnfj.navy.mil</a> * <input checked="" type="checkbox"/> <b>専門職務経歴書</b> Resume of Specialized Work Experience (HROY Form) <a href="http://hro.cnfj.navy.mil">http://hro.cnfj.navy.mil</a> *上記は英語で記入 * Complete in English <input checked="" type="checkbox"/> 英語の能力を証明するものの写し。 Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cmx23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.)		Works irregular schedule. 不規則勤務有り
<b>問い合わせ先 for Job Inquiries</b>  ・ 担当部署/担当者名 Office Navy Exchange, Yokosuka Human Resources Office ネイビーエクステンジ ヨコスカ 人事課 ☎ 046-822-7526 ☎ 046-821-1911 (内線 243-5149)	<b>提出先 Office to Submit</b>  〒238-0015 神奈川県横須賀市泊町 1 番地 1 banchi Tomari-cho, Yokosuka  米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFJORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (Code 511A) ☎046-821-1911 (内線/Extension) 243-8153	<b>事務処理欄 For Official Use</b>  PD No.: NEX-CUSS-001  PD is accurate and current. Certified by Activity: at  HRO 6/18 at so ey

応募要項を満たしていない場合、選考の対象になりません。  
提出された応募書類はお返ししません。 .

Incomplete applications will not be processed  
Submitted applications will not be returned

## Special Order Clerk

Performs responsible clerical work in the receiving and filling of orders for items not carries in the retail establishment and/or for mail order merchandise, requiring a knowledge of special order procedures and regulations, vendors and manufactures, and tact and initiative in dealing with customers and vendors.

Receives special orders from customers obtaining sufficient information about desired merchandise; searches catalogs, price lists, list of vendors and manufacturers, etc.; contacts procurement personnel, local vendors and manufacturers to ascertain the availability, delivery date, cost, freight charges, guarantee, etc., of merchandise requested. Calculates selling price and shipping charge by applying prescribed mark-up, parcel post and/or freight rates. Explains special order procedures, waiting time, price, etc., to customers. Completes order forms and receives cash or check. Receives merchandise consigned to customers, notifies customers of received merchandise, and arranges for delivery of merchandise to customers. Attempts to resolve customer's complaints concerning merchandise.

Prepares layaway ticket, accepts layaway payments and controls layaway merchandise. Provides customers with general product information at the customer counter, over the phone or through correspondence. Receives special orders from customers for items not regularly stocked in the retail store and/or for mail order mail order merchandise. Prepares special order work sheets, follows through on the delivery of the merchandise, and collects cash due from customers. Resolves moderately difficult problems or complaints. Accepts refunds, exchanges and adjustments resulting from customer purchases, if needed. May accept orders for and assists customers with agency-type agreement services, such as floral delivery service, merchandise, repair, etc. Provides gift wrapping service. May process deferred payment plan transactions for authorized military personnel. Maintains and controls documents until final payment is made.

Performs other relate and incidental duties as assigned.